

STATINTL

NOTICE

ATINTL
SERVICES
1954

RECORDS SERVICE

FORMS MANAGEMENT - HANDLING CLASSIFIED FORMS

1. The preclassification of printed forms necessitates the application of prescribed security measures for the handling and safekeeping of such forms as classified documents. In many cases, however, the printed information on the blank forms does not warrant security classification.

2. To avoid such needless security measures, blank forms which are not inherently classifiable as CONFIDENTIAL or higher will hereafter be printed with the words "when filled in" below the classification considered appropriate to the form when it is filled in. Accordingly, forms so identified are merely unclassified documents until entries are made.

3. Forms not so identified must be assumed to be classified as indicated thereon.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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L. K. WHITE
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(Administration)

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